

Topic:	Independent Contractor Employment Services Enrollment
Date Issued/Updated:	11/4/2016, Updated 5/25/2018

Overview

Description: Discovery Provider Enrollment and Qualification to Provide Discovery to People with Intellectual or Developmental Disabilities (IDD)

Purpose/Rationale: The Department of Human Services (DHS) requires that employment services for individuals with intellectual and developmental disabilities (I/DD) are provided by people who are trained under competency-based training standards. As a step toward meeting this requirement the DHS adopted [Core Competencies and Training Standards for Supported Employment Professionals](#) dated 12/5/2013.

Applicability: Discovery Providers, Community Developmental Disabilities Programs, Brokerages, Office of Developmental Disabilities Services.

Procedure(s) that apply:

Discovery Service Provider Enrollment – Independent Contractors

To enroll as an Independent Contractor (IC) to deliver the employment service Discovery, the following is required:

1. Successful completion of a Department Approved Discovery course and/or Credentialing Program.
 - a. A list of Department Approved Employment Service Provider Training Courses can be found on the [Employment Provider Resources](#) page. They are also outlined in PT 14-029:
<http://www.dhs.state.or.us/policy/spd/transmit/pt/2014/pt14029.pdf>
 - b. Independent Contractors must also maintain a current Department approved credential pursuant to OAR 411-345. This may include the Association of Community Rehabilitation Educators' (ACRE) Basic or Professional Certificates, a current Association of People Supporting Employment First's (APSE) Certified Employment Support Professional (CESP) Certification, or a Department approved substantial equivalent.
- 2a. Contact the local Community Developmental Disabilities Program (CDDP) or Brokerage. The CDDP or Brokerage will then:
 - o Have the provider complete a criminal history background check. These will need to be completed every two years to remain in compliance with OAR 407-007. Background checks may take up to six (6) weeks. The provider MUST have this completed BEFORE they contact any client of ODDS.
- 2b. Obtain a Vocational Rehabilitation (VR) Contract for Job Placement Services.

Information on provider qualifications to become a VR Vendor can be found here:
<http://www.oregon.gov/DHS/employment/VR/Pages/Vendors.aspx>

3. Complete the Provider Enrollment Agreement.

The [Provider Enrollment Application and Agreement](#) (PEAA or PEA) must be completed with the following:

- Legal name and valid address
- Indicate the type of business (i.e., sole proprietorship, for profit corporation, Limited Liability Company, etc.)
- Social Security number, Employer Identification Number, or Tax Identification Number
- Contact information such as phone number and email address

The provider must submit the completed forms and training to the Office of Developmental Disabilities Services for processing at:
EmploymentTraining.Review@dhsosha.state.or.us. Once all documents have been reviewed and approved, a Provider Identification Number will be issued. **IMPORTANT: To maintain this provider identification number, the provider must complete the Core Competency and Training Standards outlined below.**

Once the ODDS Provider ID number is obtained, the new provider must enroll in the eXPRS system. This enrollment is to enable providers to have access to the eXPRS payment system to directly submit the service delivery dates and time worked information needed for services delivered, which is then used to create claims. These claims in eXPRS are what will generate the payment to the provider.

The eXPRS User Enrollment form for Independent Providers is available here:
<http://apps.state.or.us/exprsDocs/EnrollIndividualProviderUserPSW.pdf>

Instructions on how to complete this form are available here:
<http://apps.state.or.us/exprsDocs/EnrollIndividualProviderUserPSWInstructions.pdf>

Renewing Certification

Every two years verification of training requirements met is required. Verification of continuing education training must be submitted to:
EmploymentTraining.Review@dhsosha.state.or.us. Please indicate that the verification is for renewal of certification.

Core Competency and Training Standards

The training requirements are outlined under Oregon Administrative Rule 411-345, regulating ODDS and Medicaid-funded employment services, and are as follows:

First Year Requirements

All new Employment Professionals (including Independent Contractors delivering the service Discovery) are required to complete a minimum of one (1) Department-approved Supported Employment competency-based training within 90 days of providing the employment service.

Discovery Providers must successfully complete a Department Approved Discovery Training

PRIOR to enrollment and delivering the service Discovery. Employment Professionals must also demonstrate the Core Competencies and Training Standards within one year. Transmittal [APD-AR-17-020](#) outlines how to complete the Core Competency Modules. ***DHS expects that any employment professional will maintain records to furnish verification of training and/or credentialing requirements met.***

Annual Continuing Education Requirement

Every Employment Professional must complete 12 hours of Supported Employment competency based training annually as a continuing education requirement.

Form(s) that apply:

DHS expects that any employment professional will maintain records to furnish verification of training and/or credentialing requirements met upon request from any source.

Information regarding Department Approved competency-based training courses that will satisfy initial and ongoing training requirements is available on <http://www.oregon.gov/DHS/SENIORS-DISABILITIES/DD/Pages/Employment-Service-Provider-Resources.aspx>.

Definition(s):

"Employment Professional" means an employee of a provider agency or an independent provider who has the qualifications and training to provide employment services under these rules, including individual employment support, small group employment support, discovery, or employment path services.

"Independent Provider" means:

- (a) A personal support worker; or
- (b) An independent contractor delivering services including, but not limited to, nursing services, discovery, job development, or professional behavior services.

Reference(s):

- [Executive Order 15-01](#)
- Oregon Administrative Rule (OAR) 411-345 Employment Services for Individuals with Intellectual or Developmental Disabilities
- [Core Competencies and Training Standards for Supported Employment Professionals](#) adopted January 1, 2014.
- Transmittal [APD-AR-15-004](#): Training and Credentialing Requirements for Employment Service Providers
- Transmittal [APD-AR-17-004](#): Core Competency Training Requirements for Employment Professionals

Frequently Asked Questions:

Q: Where can I find training in my area?

A: The list of Department Approved Training Courses may be accessed on Oregon.gov. There are a variety of courses available, including in person and online courses, and include many

free courses. The list is updated as new coursework is identified as a valid demonstration of competency. The Employment First Training Calendar is also available at:

<http://www.oregon.gov/DHS/EMPLOYMENT/EMPLOYMENT-FIRST/Pages/Calendar.aspx>

Q: Will I need to submit a Provider Enrollment agreement to both my local CDDP and Brokerage if I want to serve clients through both?

A: No. A separate enrollment is NOT required for CDDP and Brokerage clients, as you are enrolling with the State of Oregon Department of Human Services.

Contact(s):

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